

County of Monroe

The Florida Keys



BOARD OF COUNTY COMMISSIONERS

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Employee Services
Human Resources
The Historic GATO Cigar Factory
1100 Simonton Street, 2nd Floor
Key West, FL 33040

Posting Date March 24, 2017

MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF **LEAD MECHANIC, FLEET MANAGEMENT, MARATHON** IS NOW OPEN AT PAY GRADE **116** SALARY **\$54,952.78 - \$85,176.81/40 HPW.**
(DEPENDING ON QUALIFICATIONS)

- | | |
|--|---|
| • VETERANS PREFERENCE AVAILABLE: | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| • SAFETY SENSITIVE POSITION: | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| • GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED) | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |

THIS POSITION: ☐ IS A CAREER SERVICE STATUS POSITION
☒ IS NOT A CAREER SERVICE STATUS POSITION

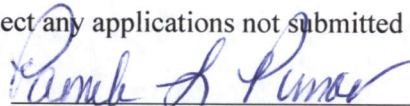
In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.


HUMAN RESOURCES ADMINISTRATOR

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
PWGAR025

MONROE COUNTY

JOB DESCRIPTION

Position Title: LEAD MECHANIC		Reports to: Operations Manager
Position Grade: 116	FLSA Status: Non-Exempt	Class Code: 116 -29

GENERAL DESCRIPTION

Primary function of this position is to be responsible for all garage administrative, supervisory and operational duties in the assigned area of the keys. Acts as garage and facilities manager, planner, communicator, trainer, organizer, mediator, monitor, purchaser and safety representative. (May act as Operations Manager in his absence).

KEY RESPONSIBILITIES

1. *Manage and perform preventative maintenance, inspections and repair on all types of vehicles and equipment.
2. Troubleshoot and make diagnoses on vehicle and equipment malfunctions.
3. Perform inspection of garage, fleet facilities and equipment of all types.
4. Test drive vehicles and equipment of all types.
5. Travels to all Monroe County facilities and/or work areas; provide support and assistance as assigned.
6. *Manage fuel facilities and fuel delivery documentation.
7. Perform road calls for on-site repairs.
8. *Order parts, supplies and materials; manage and/or prepare purchase requests.
9. *Assigns work load and work orders to area garage employees; for direct and in-direct labor.
10. *Coordinate duties and supervise inmates of jail trustee program.
11. Answer phones; assist customers and the public as needed.
12. *Manage and fully participate in daily clean-up, pick-up and house-keeping in and around all Fleet work areas.
13. *Holds and documents safety meetings; committed to help assure Monroe County employees and assets are safe and protected at all times from potential working related hazards.
14. *Holds and documents weekly garage staff meetings.
15. *Manage/reviews all area garage work orders for completeness and accuracy; finalizes charges for parts, labor and other associated costs. Brings work orders to finished or closed status as assigned. Notifies departments of completion.
16. *Assist with all duties and projects as assigned.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: LEAD MECHANIC**Class Code:** 116**Position Grade:** 116**KEY JOB REQUIREMENTS**

<i>Education:</i>	Vocational or Technical School required or High School Diploma or GED required with various related work credentials such as trade related apprenticeship and/or certification. Requires a valid Florida Driver's License. Within nine months of employment, employee must obtain a valid Commercial Driver's License Class "B" with all mandated endorsements in order to drive and operate county fuel tanker truck. Employee must supply and maintain a reasonable amount of own personal hand tools. The County is responsible for supplying special equipment and special tools only. THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING.
<i>Experience:</i>	7 to 10 years minimum amount of prior related work experience.
<i>Leadership:</i>	Have guidelines for work, but determine the approach for doing the work. Supervisor focuses on the outcome of work.
<i>Complexity:</i>	Perform technical or trades-based work that requires a solid understanding of basic algebra and statistics OR use of heavy equipment. Some of the tasks performed include participating in data collection and detailed analysis; reporting on the accomplishment of specific departmental goals and tasks; OR operating or repairing heavy equipment of all types
<i>Decision Making:</i>	Follows basic guidelines for operational activities. Makes decisions that govern the activities and behaviors of staff members. Work directly impacts other workers, citizens, or both.
<i>Relationships:</i>	Oversee and manage more than two employees in the organization performing similar work.
<i>Working Conditions:</i>	Work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others. Intermittently balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking. Also requires very heavy work exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
<i>On Call Requirements:</i>	May be required to provide disaster assistance during times of emergency in any capacity deemed appropriate.

APPROVALS*Department Head:*

Name: Roy Sanchez Signature: [Signature] Date: 3/8/16

Assistant County Administrator:

Name: Kevin G. Wilson, PE Signature: [Signature] Date: 3/4/2016

County Administrator:

Name: N/A Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____